



# Poudre School District

## HUMAN RESOURCES DEPARTMENT

### JOB DESCRIPTION

Job Title: **Work-Based Learning Coordinator**  
 Job Family: **Licensed**  
 Prepared/Revised Date: **January 22, 2021**

FLSA Status: **Exempt**  
 Pay Range: **T Salary Schedule**  
 Job Code: **20125**

**SUMMARY:** Prepare instructional and leadership services that prepare students with the related academic critical thinking, workplace readiness, and technical skills essential to pursuing career pathways. Coordinate students in work-based learning (WBL) experiences including scheduling career speakers and tours, internships, apprenticeships, job shadows, paid-work, volunteer, and capstones at the high school level.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

DESCRIPTION OF JOB TASKS	
1.	Implement the Colorado Work-Based Learning Continuum to provide instruction and course/program management to prepare students to be Postsecondary and Workforce Ready (PWR) at the high school level in areas of career awareness and exploration; career preparation; and career training.
2.	Integrate the Colorado Department of Education’s Essential Skills in all WBL instruction, activities, and experiences.
3.	Connect students to interest/passion career opportunities and coordinate learning opportunities for students on-and-off campus.
4.	Support and partner with school counselors as students complete Individual Career and Academic Plans (ICAP) using the Xello software program.
5.	Collaborate with staff and postsecondary institutions to develop and maintain career pathways which prepare students for apprenticeships, community college, or university degree programs.
6.	Manage and promote requests via Xello to connect Poudre School District high school students with Northern Colorado employers and community mentors to provide meaningful WBL opportunities.
7.	Collaborate with core content, CTE, ACE, and SWAP teachers to connect and disseminate information on WBL and PWR programs and opportunities for students.
8.	Supervise and monitor students in work, internship, apprenticeship, and volunteer experiences to assess/evaluate their skill development, provide support, and track appropriateness of workplace conditions.
9.	Monitor and assist in the maintenance of required documentation for registered apprenticeships and WBL experiences. Collect and submit participant data or reports on scheduled deadlines in required format.
10.	Establish relationships with businesses, local workforce agencies, and higher education partners for the purpose of providing WBL experiences, registered apprenticeships, industry certifications, and concurrent enrollment support. Support experiences to help students meet Poudre School District graduation guidelines.
11.	Support students in creating and implementing Capstone Projects including career research, exploration and education options.
12.	Serve on local workforce development boards and sector partnerships.
13.	Engage with Poudre School District feeder schools to support WBL opportunities for middle school students.
14.	Attend work and arrive in a timely manner.
15.	Other duties as assigned.



**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree with proper educator licensure program required. CTE credential preferred.
- Five or more years of related experience or teaching experience in a CTE program recommended.

**LICENSES, REGISTRATIONS, or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado teaching license with appropriate endorsements required.
- CDE Work-Based Learning Credential or ability to receive the credential.
- Small Vehicle permit through the District is required.

**TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:**

- Knowledge of CTE programs, Talent Found, CCCS Standards, ICAP, and Colorado Career Clusters.
- Knowledge of current workforce/employment demand and industry trends.
- Human relation and interpersonal skills.
- Oral and written communication skills.
- Collaboration and facilitation skills.
- Planning and organizational skills.
- Critical thinking and problem-solving skills.
- Ability to work with/be a part of a team.
- Ability to frequently travel to local business partners.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to work supportively with other teachers, staff, and administrators to provide an effective learning environment.
- Ability to communicate with students, parents/guardians, staff, and community members.
- Ability to maintain honest and integrity in all aspects of the job.
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence.
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures.
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT-OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and cell phones.
- Operating knowledge of the collaboration features of Google Docs.
- Operating knowledge of Xello software.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages.
- Operating knowledge of and experience with typical educational/instructional technology equipment and programs.
- Operating knowledge of and experience with typical office equipment.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	0



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands to finger, handle, or feel		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct				X
Compute		X		
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	